

Retention and Classification Report

Agency: South Summit County School District (Utah) (1123)

285 East 400 South
Kamas, UT 84036
435-783-4301

Records Officer Susan Palmer

26738 Investigation case files
23827 Personnel files

AGENCY: South Summit County School District (Utah)

SERIES: 26738

3

TITLE: Investigation case files

DATES: 2008-

ARRANGEMENT: Chronological by date

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain 1 year after case closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 33.

AUTHORIZED: 05/01/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then destroy.

APPRAISAL:

Administrative

AGENCY: South Summit County School District (Utah)

SERIES: 26738

TITLE: Investigation case files

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9), 63G-2-305(10), 63G-2-305(11)

AGENCY: South Summit County School District (Utah)

SERIES: 23827

3

TITLE: Personnel files

DATES: 1960-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are the personnel files for all classified district employees. They are used to document employment. The files usually contain the employment applications, authorization for hire forms, employee history card, pay and leave history, work performance and evaluation records, reassignment of personnel forms, termination forms and related correspondence. May also include fingerprint records and verification of a criminal background check.

RETENTION:

Retain 65 years or 2 years after retirement.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 14, Item 2.

AUTHORIZED: 07/20/2001

FORMAT MANAGEMENT:

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Paper: Retain in Office for 65 years or until 2 years after retirement and then destroy.

APPRAISAL:

AGENCY: South Summit County School District (Utah)

SERIES: 23827

TITLE: Personnel files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

Controlled

Protected. attorney work product, collective bargaining strategies,
settlement negotiations